

# EASTERN CONNECTICUT STATE UNIVERSITY

## WRITING ASSOCIATES TUTORING PROGRAM

Thank you for your interest in joining ECSU's Writing Associates Tutoring Program! This cover letter should clarify the major aspects of the program.

- 1. Tutoring Options:** As a Writing Associate, you may be assigned to tutor in one of two places: the Writing Center, located in the Academic Services Center (Library 134), or an ENG 100P section. Writing Center tutors can work up to 12 hours per week in the Center, depending on availability of hours and Center budget; they are assigned to times that work with their schedules. ENG 100P tutors typically tutor in one section of 100P; they are required to attend all lab sessions and also to set up office hours outside of class, again at times that work with their schedules. ENG 100P tutors are paid for six hours per week, per section. During their first semester, all tutors work for credit. After that, tutors are paid around \$10.00 per hour. Experienced tutors who would like to tutor for credit rather than pay may also do so; see Dr. Malenczyk for further information. The Writing Center is open 2-9 p.m. on Sundays, 9-9 p.m. Mondays-Thursdays, and 9-5 p.m. on Fridays. It is closed when the University is closed.
- 2. Tutor Education:** All Writing Associates are required to take ENG 275, Tutoring Writing, a one-credit course that meets the first five weeks of the fall semester. (Transfer students who have completed an equivalent course at another college or university—not high school—should talk with Dr. Malenczyk about whether or not their course can be substituted.) In addition, Writing Center tutors are required to attend three staff meetings each semester or participate in other approved staff development projects—going to a faculty development workshop, for example, or attending a local peer tutoring conference. ENG 100P tutors are expected to meet regularly with their course instructors and participate in development activities as required by the instructor.
- 3. Administrative Duties:** All tutors are expected to complete timesheets accurately and submit them to the Writing Center assistant. Writing Center tutors may also be asked—particularly during slow times at the beginning of the semester—to make visits to classes explaining Writing Center services, or to explain Writing Center services to groups of students visiting the ASC. Occasionally, the Writing Center assistant may need help with ongoing projects, and Writing Center tutors may also be asked to help with those if they are not tutoring.

Applications for the 2016-2017 academic year must be delivered to **Dr. Rita Malenczyk's mailbox in the Writing Center by 5:00 p.m. on Friday, April 15, 2016.** You will be contacted by e-mail by Wednesday, April 20th (so check your account)! Be sure to complete all four (4) parts of the attached application form, including arranging for a faculty recommendation.

# ECSU Writing Associates Program Tutor Application Form

## Step 1: Fill Out This Application Form

Name: \_\_\_\_\_ ECSU ID#: \_\_\_\_\_

Local Address: \_\_\_\_\_ Local Phone #: \_\_\_\_\_

Year You Plan to Graduate: \_\_\_\_\_ Major: \_\_\_\_\_

E-mail (print clearly and check your account!): \_\_\_\_\_

Days of week and times you're normally free (if called for an interview): \_\_\_\_\_

\_\_\_\_\_

Why would you like to become a writing tutor?

Have you met with a tutor in the past to work on your own writing? \_\_\_\_ Yes \_\_\_\_ No

If yes, what did you learn about tutoring from that experience?

## **Step 2: Get a Faculty Recommendation**

Give the last page of this application form to a faculty member. Your recommender should return the completed form to Dr. Rita Malenczyk, Webb Hall 225 (or send her a brief e-mail at malencykr@easternct.edu) by Friday, April 15th. Your recommender should be familiar with your writing and be able to address your qualifications for tutoring.

## **Step 3: Attach a Sample of Your Own Writing**

Attach to the back of your application a copy of a paper you've written for a course. In the space below, describe why you decided to submit this paper as your sample.

## **Step 4: Respond to a Sample Paper**

On the next page is a paper written for a 200-level course at ECSU. Imagine that you are a Writing Center tutor and the student who wrote this paper has made an appointment with you to get your help. (You would not have had the opportunity to read the paper before the session.)

Use the following questions to help you write a one-page summary of what you think might happen in your meeting with this student. Attach the summary to your application. (You do not need to answer every question—the questions are intended as guidelines. And, yes, we know most applicants don't have tutoring experience! Just do your best.)

- How would you begin the session?
- What kinds of questions would you ask, and why?
- How would you go about reading and responding to the paper?
- What would you say to the writer about his or her paper?
- How would you end the session?
- What would you hope the writer would gain from this session?

## Marie de France's *Lanval*

*Lanval*, written by the mysterious Marie de France, contains several of the elements that readers even marginally familiar with Arthurian tales have come to expect. In these respects, the poem conforms to the tradition of chivalric romance. By her inclusion of these elements Marie was in no way acting as a conformist herself.

Lanval, a knight of the Round Table, seems at first to fit the typical "prince charming" mold. For all the ways he resembles a fairy tale hero, Lanval is, unfortunately, not very well-liked by his own men. As a result, Lanval one day decides to go riding deep into the forest unaccompanied.

Upon his arrival in the forest, Lanval's steed apparently senses some sort of otherworldly spirit and it is not long before two maidens approach him and take him to their queen (56). The most frequently used fairy tale formulas might now introduce a peasant girl who is somehow brought into the royal court, only to fall desperately in love with the prince. There is just one minor contrast – Lanval is the peasant girl!

Later on, Queen Guinevere, intrigued by Lanval's new popularity, takes him aside and offers, "What do you say to my proposal?" (264-266). It is usually a man who is expected to attempt the seduction of a woman or to be daring and promiscuous enough to establish a secret lover at such great personal risk as a queen might face. It is also quite common to hear talk of a woman resisting such an advance.

Lanval is just about to be sentenced when his love comes for him. Assuming the role of a stereotypical “knight in shining armor”, she rescues Lanval from his uncertain fate and denounces the queen for her deception. Then, in a most cliché fairy tale ending, the two ride off together into the sunset and toward Avalon.

#### Works Cited

De France, Marie. "Lanval." *The Norton Anthology of English Literature: The Middle Ages*. 8th ed. Vol. A. New York: W. W. Norton, 2005. 142-55. Print.

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*To the Applicant:*

Give this form to your recommender.

Your Name: \_\_\_\_\_

Recommender's Name: \_\_\_\_\_

*To the Recommender:*

The student named above is applying to be a writing tutor in ECSU's Writing Center and/or ENG 100P writing course. Please complete the following and return to Rita Malenczyk, English Dept., Webb 225 (or send an e-mail to malenczykr@easternct.edu).

**Recommendation deadline: Friday, April 15.** Thank you in advance for your help.

	Strong	Average	Fair	Weak
• Writing Ability:	---	---	---	---
• Reading Skills:	---	---	---	---
• Interpersonal Skills:	---	---	---	---
• Reliability:	---	---	---	---
• Maturity:	---	---	---	---

In what capacity and how well do you know the applicant?

\_\_\_\_\_

Additional comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you recommend the applicant? \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_\_ Not sure

Recommender's signature: \_\_\_\_\_ Date: \_\_\_\_\_